

NEIGHBORHOOD IMPROVEMENT PROJECT INSPECTOR

Department of Neighborhood Services

The Neighborhood Improvement Project (NIP) is a federally funded program that enables qualifying residents to have their homes repaired to meet health and safety code requirements and also funds new housing construction. Community housing agencies identify homeowners who meet the requirements of the Program.

PURPOSE: The Neighborhood Improvement Project (NIP) Inspector performs comprehensive inspections of private properties identified for rehabilitation; inventories repair work needed; creates and approves scopes of work; estimates rehabilitation costs; ensures that all rehabilitation and new construction work performed by contractors conforms to the scope of work as well as building codes, City of Milwaukee construction specifications, and Federal HUD and State DHFS regulations; signs off on construction permits; approves payments to contractors and agencies; and works with homeowners, contractors, and community agencies to resolve issues that arise during the rehabilitation and construction process.

ESSENTIAL FUNCTIONS:

- Performs comprehensive inspections of residential properties (new construction and rehabilitation) to prepare scopes of work and cost estimates for projects, including construction, electrical, plumbing, and lead hazard abatement work.
- Uses field inspection notes, measurements, and photographs to generate written scopes of work and cost estimates.
- Performs interim and final inspections (new construction and rehabilitation) to assure compliance with approved plans, building codes, City specifications, and manufacturers' standards; directs contractors to redo work or use different materials or methods when work does not comply with accepted standards.
- Reinspects the City's portfolio of completed HOME funded projects for compliance with HOME Period of Affordability Regulations.
- Approves interim and final payment requests for contractors and housing agencies. Signs off on construction permits.
- Prepares change orders, along with associated cost estimates and addendums, and monitors progress as changes are completed.
- Troubleshoots problems at jobsites and recommends solutions.
- Provides technical support and assists in coordinating construction work at properties and over the phone.
- Fields questions from clients regarding the Program and its processes both in person and via phone.
- Prepares project-related reports and correspondence for agency representatives, homeowners, and elected officials.
- Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- The Neighborhood Improvement Project Inspector must comply with departmental dress code and be willing to travel to and from construction sites frequently.

MINIMUM REQUIREMENTS:

1. Five years of experience in residential housing rehabilitation or new housing construction, for example, as a certified building construction inspector, journey-level carpenter, journey-level mason, journey-level steamfitter, journey-level sheetmetal worker, construction superintendent, or contractor.

OR

2. Bachelor's Degree in construction technology, construction management, architecture, engineering, or a related field and one year of experience in housing rehabilitation or new housing construction as described above.

NOTE: Applicants seeking to qualify based upon coursework must submit copies of transcripts with application form.

OR

3. Current status as a Code Enforcement Inspector II or higher with the City of Milwaukee's Department of Neighborhood Services and three years of experience in residential housing rehabilitation or new construction as described above.

NOTE: *Equivalent combinations of education and experience may also be considered.*

4. Possession of the following certifications within six months of appointment:
 - a. State of Wisconsin certification UDC-Construction Inspector Certification.
 - b. State of Wisconsin certification as a Lead (Pb) Risk Assessor.
5. Valid Wisconsin driver's license and the use of a properly insured personal automobile (*car allowance provided*) at time of appointment and throughout employment.
6. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Experience working with Federal, State or City grant-funded programs.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of the processes, methods, and materials used in both residential rehabilitation and new home construction, such as standard masonry and carpentry.
- Knowledge of the plumbing, electrical, and heating and ventilating systems found in residential housing.
- Knowledge of residential building codes, including codes related to carpentry and plumbing, electrical, and heating and ventilating systems.
- Knowledge of building codes pertaining to the construction of new residential homes.
- Ability to apply knowledge of building codes and construction practices to examine work and materials and detect deviations from plans, codes, and standard construction practices.
- Ability to identify health and safety hazards in residential homes.
- Ability to read blueprints and drawings.
- Ability to use mathematics to make calculations.
- Knowledge of federally funded housing rehabilitation programs and regulations.
- Ability to understand and follow program protocols.
- Ability to account for expenditures on rehabilitation projects.
- Ability to create accurate scopes of work and cost estimates.
- Ability to inventory and prioritize the repairs and renovations that are needed in residential homes based upon cost-benefit analyses.
- Ability to maintain effective working relationships with a diverse multidisciplinary staff as well as homeowners, contractors, representatives of community agencies, tradespersons, and the public.
- Customer service skills.
- Negotiation skills.
- Written communication skills.
- Ability to accurately document needed repairs in writing, drawings, and photographs.
- Computer skills, i.e., the ability to use standard applications such as spreadsheet and word processing.
- Honesty and integrity.
- Ability to manage one's time and adjust to unexpected changes in priorities.

THE CURRENT SALARY RANGE (549) IS: \$48,478 - \$56,935 annually with excellent benefits.